



# CITY OF SAN JOSÉ, CALIFORNIA

## Building Division Submittal Form

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Intake Int: \_\_\_\_\_ Plan Check Int: \_\_\_\_\_

### Minimum Document Submittal Checklist - Building

Project Name: \_\_\_\_\_ PC# \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Center Staff will review this checklist as a reference guide prior to plan submittal for completeness check.

**Residential:** ☐ New ☐ Alteration **\*Com/Ind:** ☐ New ☐ TI

Documents	Documents Submitted	Documents Required	
	Applicant	Intake	PC
Submittal Form or Building Permit Form Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Single Family House Form Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee Estimate Worksheet Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
*Contract or estimate (to substantiate valuation)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Request for Address Assignment (new construction)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scope of Work on Cover Sheet		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Data: (Type of Const., Occupancy Group, sq.ft.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Engineer's or Architect's Stamps & Signature		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Plot Plan/Site Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Structural Framing Plans		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Floor Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cross Section/details		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elevations		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Structural Calculations		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Soil Report		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Seismic Hazard Zone Report		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Energy Forms		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Disabled Accessibility		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Plumbing Plans		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mechanical Plans		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical Plans		<input type="checkbox"/> Yes <input type="checkbox"/> No	

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date